

Cover Letter Format Guidelines

Sample 1:

Your Street Address
City, State Zip Code
Telephone Number
Email Address

Month, Day, Year

Mr./Ms./Dr. FirstName LastName
Title
Name of Organization
Street or P. O. Box Address
City, State Zip Code

Dear Mr./Ms./Dr. LastName:

Opening paragraph: State why you are writing; how you learned of the organization or position, and basic information about yourself.

2nd paragraph: Tell why you are interested in the employer or type of work the employer does (Simply stating that you are interested does not tell why, and can sound like a form letter). Demonstrate that you know enough about the employer or position to relate your background to the employer or position. Mention specific qualifications which make you a good fit for the employer's needs. This is an opportunity to explain in more detail relevant items in your resume. Refer to the fact that your resume is enclosed. Mention other enclosures if such are required to apply for a position.

3rd paragraph: Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about their opportunities or hiring plans. State what you will do to follow up, such as telephone the employer within two weeks. If you will be in the employer's location and could offer to schedule a visit, indicate when. State that you would be glad to provide the employer with any additional information needed. Thank the employer for her/his consideration.

Sincerely,

Your name typed

Enclosure(s) (refers to resume, etc.)

(Note: the contents of your letter might best be arranged into four paragraphs. Consider what you need to say and use good writing style.)

Sample 2:

April 14, 2006

Mr. William Jackson
Employment Manager
Acme Pharmaceutical Corporation
13764 Jefferson Parkway
Roanoke, VA 24019
jackson@acmepharmaceutical.com

Dear Mr. Jackson:

From your company's web site I learned about your need for a sales representative for the Virginia, Maryland, and North Carolina areas. I am very interested in this position with Acme Pharmaceuticals, and believe that my education and employment background are appropriate for the position.

While working toward my master's degree, I was employed as a sales representative with a small dairy foods firm. I increased my sales volume and profit margin appreciably while at Farmer's Foods, and I would like to repeat that success in the pharmaceutical industry. I have a strong academic background in biology and marketing, and think that I could apply my combination of knowledge and experience to the health industry. I will complete my master's degree in marketing in mid-May and will be available to begin employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position.

I look forward to talking with you regarding sales opportunities with Acme Pharmaceuticals. Within the next week I will contact you to confirm that you received my email and resume and to answer any questions you may have.

Thank you for your consideration.

Sincerely,
Lynn A. Johnson
5542 Hunt Club Lane, #1
Blacksburg, VA 24060
(540) 555-8082
lajohnson@vt.edu

Resume attached as MS Word document (assuming company web site instructed applicants to do this)

Sample 3:

March 14, 2008

Ms. Charlene Prince
Director of Personnel
Large National Bank Corporation
Roanoke, VA 24040
cprince@largebank.com

Dear Ms. Prince:

As I indicated in our telephone conversation yesterday, I would like to apply for the marketing research position you advertised in the March 12th edition of the Roanoke Times and World News. With my undergraduate research background, my training in psychology and sociology, and my work experience, I believe I could make a valuable contribution to Large National Bank Corporation in this position.

In May I will complete my Bachelor of Science in Psychology with a minor in Sociology from Virginia Polytechnic Institute and State University. As part of the requirements for this degree, I am involved in a senior marketing research project that has given me experience interviewing and surveying research subjects and assisting with the analysis of the data collected. I also have completed a course in statistics and research methods.

In addition to academic work, my experience also includes working part-time as a bookkeeper in a small independent bookstore with an annual budget of approximately \$150,000. Because of the small size of this business, I have been exposed to and participated in most aspects of managing a business, including advertising and marketing. As the bookkeeper, I produced monthly sales reports that allow the owner/buyer to project seasonal inventory needs. I also assisted with the development of ideas for special promotional events and calculated book sales proceeds after each event in order to evaluate its success.

I believe that the combination of my business experience and social science research training is well-suited to the marketing research position you described. I have enclosed a copy of my resume with additional information about my qualifications. Thank you for your consideration. I look forward to receiving your reply.

Sincerely,
Jessica Lawrence
250 Prices Fork Road
Blacksburg, VA 24060
(540) 555-1234
jessica.lawrence@vt.edu

Resume text included in email below and attached as MS Word document

Sample 4:

1000 Terrace View Apts.
Blacksburg, VA 24060
(540) 555-4523
stevemason@vt.edu

March 25, 2005

Mr. John Wilson
Personnel Director
Anderson Construction Company
3507 Rockville Pike
Rockville, MD 20895

Dear Mr. Wilson:

I read in the March 24th Washington Post classified section of your need for a Civil Engineer or Building Construction graduate for one of your Washington, DC, area sites. I will be returning to the Washington area after graduation in May and believe that I have the necessary credentials for the project.

I have worked at various levels in the construction industry every summer since the 8th grade. As you can see from my resume, I worked several summers as a general laborer, gradually moved up to a carpenter, and last summer I worked as assistant construction manager on a 100 million dollar job.

In addition to this practical experience, I will complete requirements for my Building Construction degree in May. As you may know, Virginia Tech is one of the few universities in the country that offers such a specialized degree for the construction industry. I am confident that my Building Construction degree, along with my years of construction industry experience, make me an excellent candidate for your job.

The Anderson Construction Company projects are familiar to me, and my aspiration is to work for a company that has your excellent reputation. I would welcome the opportunity to interview with you. I will be in the Washington area during the week of April 12th and would be available to speak with you at that time. In the next week to ten days I will contact you to answer any questions you may have.

Thank you for your consideration.

Sincerely,

Steve Mason

Enclosure

